OPERATIONS MEMO
Update of the California Student Aid Commission

March 4, 2008   **GOM 2008-06**

TO: **Financial Aid Administrators**

FROM: **Catalina Mistler**
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SUBJECT: **September 2 Application Process**

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This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges regarding the 2008-2009 September 2 Competitive Cal Grant A & B award process. These competitive awards are for students who will attend an eligible California Community College this fall. As you are aware, the Governor's Budget for 2008-2009 has proposed the elimination of new Competitive Cal Grant awards. However, the Commission will be proceeding with the collection of school certified GPAs in the event the final state budget appropriates funds for these grants.

Students Eligible to Participate in the 2008 September Competition

Community College students who do not receive a Cal Grant award for the 2008-2009 March 2 application process may still receive consideration for the 2008-2009 September 2 award competition. Students who did not apply for the March 2 award competition must:

- Complete a 2008-2009 Free Application for Federal Student Aid (FAFSA) and submit it postmarked no later than September 2, 2008;
- Submit a verified GPA to the Commission for the 2008-2009 Cal Grant application period no later than September 2, 2008;
- Have a Social Security number listed on a California Community College enrollment upload file; and,
- Enroll in and attend a California Community College for the 2008 fall term.

State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
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P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 526-8002
Website: www.csac.ca.gov   E-mail: schoolsupport@csac.ca.gov

Cal Grant GPA Verification Process and Submission

Students and schools may download the September 2 Cal Grant GPA Verification form and instructions from the Commission's Web site at www.csac.ca.gov. Since the overwhelming majority of September 2 GPAs are received from schools via electronic upload, the GPA form will be available as a downloadable pdf format document. If students are using the paper form, they should complete their section then take it to their school for verification and signature by a school official prior to sending it to the Commission.

The Commission continues to encourage schools to utilize WebGrants to submit GPAs. The following information is provided to assist Community Colleges in the electronic submission of GPAs:

> • *Uploading Verified GPAs*
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> School officials may submit verified GPAs by uploading data files through WebGrants using the GPA Upload option. Please refer to the GPA Upload file layout found on the help page in WebGrants.
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> • *September 2 GPA Verification Forms*
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> The 2008-2009 September 2 Cal Grant GPA instructions provide information on how to calculate a college, community college or re-established GPA. If a student will be submitting the paper Cal Grant GPA Verification form, please advise the student to keep a copy of the form for their records and obtain a U.S. Postal Service (USPS) Certificate of Mailing.

California Community College Enrollment Verification and Submission

In order for a student(s) to be eligible for September Competitive Cal Grant award consideration they must appear on the Community College enrollment files uploaded to the Commission through WebGrants. Users are given the option to upload a complete data file or to enter individual records. The enrollment record layout specifications are the same as last year and are available on the help page in WebGrants.

In September, California Community Colleges should report the Social Security numbers of all students enrolled for fall 2008, regardless of the number of units in which they are enrolled. Semester schedule schools should upload enrollment data no later than September 15, 2008. while schools on a quarter schedule will have until September 22, 2008.

If you have any questions regarding the September 2 application process, please contact School Support Services at (888) 294-0153 or by e-mail at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!

Enclosures: September 2 Cal Grant GPA Verification Form
             September 2 GPA Form Instructions